

Personnel

Education and Training
ProgramsProfessional Renewal
Leave Program (PRL)**PURPOSE:**

- .01 The Professional Renewal Leave (PRL) Program provides the opportunity for professional revitalization and development to a limited number of Laboratory managers or **Technical Staff Members** who have made outstanding contributions to Laboratory efforts. Employees may be assigned to an alternate Laboratory organization (Internal Program) or to a program or organization external to the Laboratory (External Program). Assignments are subject to the programmatic needs of Laboratory organizations and are based on technical and programmatic relevance to ensure mutual benefit to the Laboratory and to the employee.

ELIGIBILITY:

- .02 The candidate must
- Be a regular full-time exempt employee,
 - Have made outstanding contributions to Laboratory efforts, and
 - Have a workable plan of research or other activity that is relevant to a Laboratory program and to the candidate's expertise.

INTERNAL PROGRAM:**Definition**

- .03 The Internal Professional Renewal Leave Program provides the opportunity for professional revitalization or professional development through an assignment to an alternate Laboratory organization.

Length of Leave

- .04 The leave period shall not exceed 12 months.

Program Parameters

- .05 The full-time position costs associated with the Internal Professional Renewal Leave may be borne equally by the employee's organization and the host organization, or the costs may be negotiated by the candidate's home organization and the host organization.

Professional Renewal Leave Program (PRL)

Pay Status	.06	Pay status (compensation and benefits) is retained during the term of the program assignment and upon return to the home organization. However, upon return to the home organization, job title and job assignment are contingent on organizational and programmatic needs.
Salary Increases	.07	Salary increases available to the individual during the term of the Internal Professional Renewal Leave appointment are determined by the home organization with input from the host organization.
Approvals	.08	The Internal Professional Renewal Leave request memorandum and Personnel Action form must be reviewed and recommended by group- and division-level management and approved by the cognizant Associate Director (AD) of both organizations.

EXTERNAL PROGRAM:

Definition	.09	The External Professional Renewal Leave Program provides the opportunity for professional revitalization or professional development through an assignment to a program or organization external to the Laboratory.
Length of Leave	.10	The leave period shall not exceed 6 months.
Program Parameters	.11	The sponsoring organization bears all costs associated with External Professional Renewal Leave.
Travel	.12	Employees on PRL may be placed on Extended Travel. See the Travel Home Page .

NOTE: An employee considering a foreign PRL assignment or whose domestic assignment involves foreign travel must comply with Laboratory foreign travel requirements, including completing and submitting to the Travel Group (FIN-8) a Request for Approval of Official Foreign Travel (Form DOE F 1512.1) at least 45 days in advance of travel (60 days for sensitive travel) to obtain Department of Energy

Professional Renewal Leave Program (PRL)

(DOE) approval for the trip. *See the [Travel Home Page](#).*

Salary and Benefits

- .13 Salary payments, vacation, sick leave, and other benefits continue as if the employee were in regular work status.

Security Clearance

- .14 Unless DOE approves an exception, DOE requires that an employee's security clearance be terminated when the employee is on external Professional Renewal Leave for a continuous period of more than 90 calendar days. *For more information, see [AM 702](#).*

Approvals

- .15 Group- and division-level managers review and recommend the External Professional Renewal Leave request, and the cognizant AD of the sponsoring organization approves it. After the necessary approvals are obtained, the Special Employment Programs/Services Group (HRD-2) coordinates the final details of the leave, and furnishes the employee with needed information.

REQUESTING LEAVE:

- .16 Three months before the proposed beginning date of the leave, the candidate prepares application materials for HRD-2 with a memorandum addressed to the **HRD-2 Group Leader**. The memorandum must include

Name of the organization where the activities will be conducted and the person with whom arrangements have been made.

Specific dates of the leave requested.

Description of the work to be performed.

Description of the professional benefit that the leave is expected to bring to the candidate.

Statement of the immediate and long-range benefits to a specific Laboratory program.

NOTE: The candidate for the External Professional Renewal Leave Program only must also include a statement of the candidate's intention to return to Laboratory employment at the conclusion of the leave. In addition, if the candidate for the External Professional Renewal

Professional Renewal Leave Program (PRL)

Leave Program anticipates foreign travel for the host institution, the application should also include the name of the institution to be visited, the approximate dates of the foreign travel, and a brief description of the nature of work to be performed. See [.12](#).